

SAMPLE LETTER

District Engineer
U.S. Army Engineer District Alaska
ATTN: Project Formulation Section
P.O. 6898
Elmendorf, AK 99506-0898

Dear Sir:

This letter is to seek the assistance of the U.S. Army Corps of Engineers under the Planning Assistance to States Program. (Briefly describe the nature of the water-related problem or need.)

(Briefly describe your perception of the severity of the problem, why the work is needed, etc. Tell what you hope the study will accomplish.)

We understand we would pay half the costs of the work and the Federal Government would pay half.

Your consideration of our request would be appreciated. Please contact (name, address, telephone) to discuss this proposal further.

Sincerely,

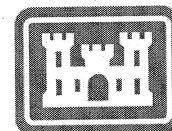
Name
Title

Need more information?

Call Alaska District
U.S. Army
Corps of Engineers

Project Formulation Section
907-753-2521

E-Mail
Valerie.A.Hansen@usace.army.mil

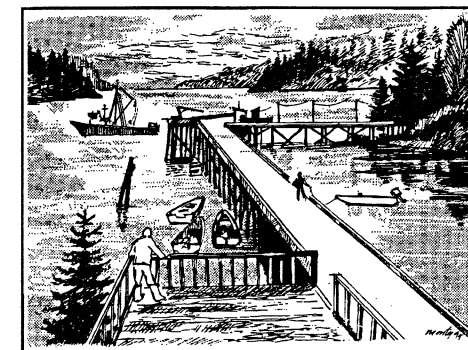


**US Army Corps
of Engineers**

Alaska District



*From the
Corps of Engineers
to Alaskans . . .*



*Planning
Assistance
For . . .*

- ★ State agencies
- ★ Boroughs and cities
- ★ Federally recognized
Alaska Native tribes

Presenting . . . the Planning Assistance to States Program

Background

Does your community, area, or Alaska Native tribe have a water-related problem? The U.S. Army Corps of Engineers may be able to help if you have a problem requiring knowledge of civil engineering, hydrology, environmental science, planning, economics, or report preparation. Through the Planning Assistance to States Program, the Corps is authorized to cooperate with States in planning the development, use, and conservation of water and related resources of their drainage basins, coasts, or lakeshores. This aid, which can be applied to a wide variety of projects, is provided in response to a request. States, their subdivisions (such as boroughs and cities), and federally recognized Native tribes are eligible to request assistance. The authorities for this program are Section 22 of the Water Resources Development Act (WRDA) of 1974, as amended, and Section 208 of the WRDA of 1992.

Forty-five States, including Alaska, have taken part in the program in the last four fiscal years. Eight tribes, all in the "Lower 48," have participated also.

Types of Projects

The type of work will vary based on each sponsor's need. In Alaska, the

following projects, among others, have been done for the Alaska Department of Transportation and Public Facilities:

- Inspecting harbors statewide and recording the results in a computer database;
- Preparing a coastal design manual and checklists to aid State engineers;
- Evaluating harbor moorage fees in Alaska compared with other States;
- Analyzing wave measurements at Seward; and
- Harbor /Port Studies.

These are a few of the projects accomplished in other states:

- Preparing flood plain databases and maps;
- Assessing flood hazards;
- Developing flood preparedness and warning plans;
- Coastal Zone Management/Protection Studies
- Conducting Water Supply and Demand Studies
- Developing economic projections such as port throughput or moorage demand; and
- Advising local governments about disposal of dredged material.

Studies under this program cannot include site-specific designs for construction, and they cannot supplement efforts under another Corps program, such as a feasibility study.

Cost Sharing

The study sponsor pays half of the costs and the Federal Government pays half. The sponsor and the Corps of Engineers must sign a letter agreement that includes a cost estimate and a statement of ability and willingness to pay. More than 300 of these agreements have been executed since 1991, many of them covering more than one project.

Funding Limits

The authorizing law limits the program to \$10 million in Federal funds each fiscal year, nationwide. This amount can be reduced in the Federal budget. Federal funding is limited to \$500,000 each year for each State or federally recognized tribe. (The WRDA of 1996 increased the limits to these amounts.)

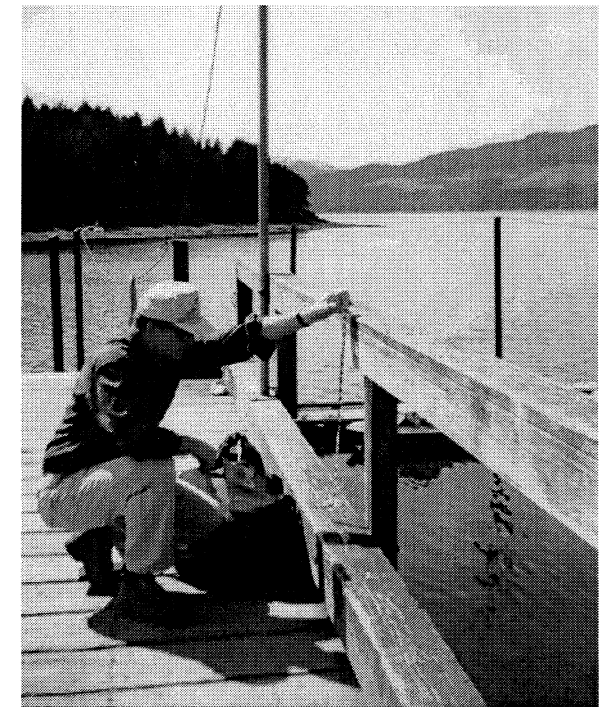
Timelines

Studies are generally completed in 12 months. Some work items may require several years' effort; also, limited funds may force work to be divided over two or more fiscal years. Thus cost-sharing agreements may cover more than one year. However, each phase of work should be accomplished within a year of the date the agreement for that phase was signed.

How To Request Assistance

The State or other local sponsor requests assistance from the District Engineer, usually by sending a letter or resolution describing the requested project and its purpose. If the project fits the program, the Corps will contact you and take the necessary steps to negotiate a cost-sharing agreement and begin the work.

A sample letter is on the back of this brochure.



A hydraulic engineer from the Corps inspects a harbor. Facilities at more than 90 Alaskan harbors were catalogued in 1992.